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Dear Chris,

Im sorry to tell you that Ive lost your new electronic dictionary. Now Im expressing my deepest apology for my carelessness

Actually, I put the dictionary in my schoolbag after we met in McDonalds yesterday. But to my sorrow, it was stolen on my way home. I tried to get it back but failed. How angry and guilty I felt!

This morning, I went to buy the same dictionary in some bookstores but ts very expensive. However, I promise that Ill tighten my belt these days to get you a completely new one by the end of this month. Please forgive me again and accept my sincere apology. Best wishes!

Yours, Li Ming

Dear David,

I am truly sorry that I cannot attend the project meeting to be held on next Tuesday afternoon.

The reason is that I am going to take a business to Shanghai by plane that day, so I will be unavailable for the meeting. However, considering the importance of the meeting, I will be grateful if you send me a brief record of the project progress by E-mail. I will check the record and send my feedback to you.

Once again, I am sorry for any inconvenience caused. Hope you can accept my apologies and understand my situation.

Yours sincerely,

Li Ming

Dear Prof.Wong,

I am deeply sorry to inform you that I did not complete the task you designated last week, due to a sudden illness falling upon me these days. For the last week, I have been in a hospital with a continuous fever, which prevented me from any activity.

To make up my fault, could you please extend my deadline to next Friday? If so, I promise I will finish the task and send my report to you via email.

I do apologize again for any inconvenience it might bring to you, and hope you could accept my apology.

Sincerely yours,

LiMing

https://xiaorob.com/fanwen/shuxin/

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